We are so excited that you have decided to join us at Berea College in the Fall of 2020! While your official first day with us won’t be until August 15th for move-in day, there are many steps between now and then that will be important for you to pay attention to as you prepare to join the Berea community. This brochure is designed to help prepare you for what’s coming up and to answer many of the questions that you might have about your transition. We are looking forward to working with you in the weeks and months to come!
Please carefully read through the information contained in this brochure to ensure that you are taking care of all of the important details necessary in making a smooth transition to Berea College. You’ve done a lot to get to this point, and we are so looking forward to learning with you this upcoming year. If you have any questions about the information below, please contact the First-Year Initiatives at 859-985-3376, and we will be happy to help.

☐ LOG INTO MYBEREA. The myBerea web portal is Berea College’s virtual learning community. From this site you will be able to access your Berea email, which is where we will be communicating information to you about your enrollment. At this time we will stop using all other email addresses (gmail, yahoo, etc.), and the Berea College email address will be our primary form of communication. Your myBerea account is also where you will view your class schedule when released, view important Financial Aid information, and complete the Online Orientation in May.

☐ COMPLETE THE ONLINE ORIENTATION (OPENING IN MAY). In May we will be opening the “New Students” tab in your myBerea account, and asking you to complete the Online Orientation process. Through the Online Orientation you will find out more information about the academic, labor, and social programs at Berea. You may register for the Summer Connections Workshops, and provide us with important information about you. Additionally, this is where you will complete the Course Preference Form, which we will use to register you for your first-term courses.

☐ SUBMIT YOUR FINAL HIGH SCHOOL TRANSCRIPTS. You need to send your final high school transcript to the Admissions Office as soon as it is available. This is required of all students. Please send your documents to this address: Berea College, Office of Admissions, CPO 2220, Berea, KY 40404

☐ SUBMIT ALL COLLEGE TRANSCRIPTS, AP, CLEP, AND IB SCORES. These should be submitted to the Registrar’s Office. Submitting these documents early will help ensure that you receive credit for any college-level courses you have successfully completed prior to the start of the Fall Term, and help us to create the best possible schedule for you in your first term. Please send your documents to this address: Berea College, Office of the Registrar, CPO 2168, Berea, KY 40404

☐ SUBMIT YOUR HEALTH FORMS TO WHITE HOUSE CLINIC. New and transfer students are REQUIRED to provide a detailed health history prior to the beginning of the first term on campus. Once you have received the appropriate forms in the mail (Health History, Immunization Record, and Tuberculosis Screening), these forms must be completed and returned to the White House Clinic prior to the beginning of the Fall term. If you have questions or difficulties regarding these forms, please contact Jennifer Horn at 859-985-1415.

☐ PREPARE MATERIALS FOR YOUR I-9 FORM. The Federal Government requires you to complete the Federal Employment Eligibility Verification Form (I-9) before you begin working for the Labor Program this fall. To complete the form you must present original copies of two forms of identification, one of which must be a birth certificate or social security card. These items should be brought with you to either Summer Connections or Welcome Week. You will be receiving a detailed email on this process in the coming weeks, or for more information you can go to www.uscis.gov/i-9-central/acceptable-documents.
ATTEND SUMMER CONNECTIONS 2020. We want you to attend Summer Connections 2020, which is Berea’s summer orientation program. You may select one of two days, **Thursday, June 25, or Saturday, June 27,** to visit campus and spend the day with faculty, staff, and fellow students. While on campus, you will learn more about preparation for your enrollment at Berea in the fall. You may bring up to 3 guests, and limited housing on campus will be available for those who need it on a first-come, first-served basis. **These events are strongly encouraged but not required. If you are unable to attend either of the Summer Connections workshops, simply let us know by sending an email to firstyear@berea.edu.**

ATTEND WELCOME WEEK. ALL new students arrive to campus prior to the beginning of classes for **Orientation Week, Saturday, August 15 – Tuesday, August 18.** Classes will begin on Wednesday, August 19. You will receive more information on our Welcome Week as the term approaches.

BEREADY for Berea…LIVE

The Office of First-Year Initiatives will be presenting a series of four live video sessions before you arrive on campus to help answer your questions and bring you important information. Our last video will be dedicated to parents and families to make some special announcements and answer important questions. Please watch our Berea College FYI and Orientation Facebook page and your myBerea email for information and direct links for logging on:

**LIVE VIDEO DATES – MARK YOUR CALENDARS**

- May 7 – Online Orientation, Summer Timeline, and Academic Programs
- June 18 – Summer Connections, Important Forms, and Summer Reads with guest from the Office of Financial Aid
- July 9 – Class Schedules, Book Buying, and Housing Information with guest from Student Life
- Aug 6 – Orientation Prep, Laptop Information, and Campus Involvement with guest from Labor Program Office
- Sept 3 – Family Special: Family Weekend, Academics, and FERPA

“Orientation events allowed me to familiarize myself with Berea. It was essential to having the smooth transition to college that I did.”

-Kam Pardee ‘23
FREQUENTLY ASKED QUESTIONS

WHEN DO I REGISTER FOR MY COURSES?
We will be creating a schedule for you in your first-term at Berea College based on your Course Preference form (completed during the Online Orientation), areas of academic interest, test scores, and transferred credits. You will be able to access your schedule in July on your myBerea account and will have the opportunity to request changes or alterations. As with all colleges, course space is often limited, and first-year students do not always get every class desired in the first term. We will work to make sure you have a schedule that is the best fit for you based on available courses and your interests. After your first-term you will register for your courses using the myBerea portal, and we will be training you on how to complete that process once you get on-campus.

DO I NEED TO SIGN UP FOR A RESIDENCE HALL?
No, you will be assigned to one of our first-year residence halls prior to the beginning of the Fall Term. The only exception to this will be students who are designated “non-traditional” (students who are married, have a child, or are 23-years old or older) who will be approved to live off-campus or can request to live in the College’s EcoVillage. If you have a roommate request for on campus, please add it to the Online Orientation through the end of June. If you need additional information about housing please email housing@berea.edu, or contact them at 859-985-3115.

WHEN WILL I GET MY WORK ASSIGNMENT, AND WHERE WILL I BE WORKING?
As part of the Online Orientation in May, you will complete a Labor Assignment Resume that will outline your work or volunteer experiences. Once we’ve received all of those, Labor Supervisors will review the information and make selections based on needs of their departments. Most likely, you will work in one of our campus service industries (dining services, facilities management, etc.).

DO I NEED TO BRING MY OWN COMPUTER?
You will be issued a new Dell laptop computer at Orientation in August that comes with access to software, the College wireless network, as well as training and support. And when you graduate from Berea College, the laptop becomes yours!

IMPORTANT CONTACTS
First-Year Initiatives 859-985-3376
Athletics Office 859-985-3423
Disability & Accessibility Office 859-985-3237
College Post Office 859-985-3411
Financial Aid 859-985-3310
Labor Program Office 859-985-3611
Non-Traditional Students 859-985-3631
Public Safety Office 859-985-3333
Student Accounts 859-985-3094
Housing 859-985-3115
Registrar’s Office 859-985-3185